DEPARTMENT OF SOCIAL SERVICES

June 19, 1981

ALL-COUNTY LETTER NO. 81-65

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CUBAN/HAITIAN ENTRANT - CASH GRANT - CASELOAD MOVEMENT REPORT

REFERENCE:

> In conjunction with the Cuban/Haitian Entrant Program (CHEP) established by the Refugee Education Assistance Act of 1980 (Public Law 76-422), this letter is to transmit to counties the new Cuban/Haitian Entrant - Cash Grant - Caseload Movement Report (CH 237).
>
> The CHEP Caseload Movement Report is similar to the new RRP Caseload Movement Report (RS 237) and identical to the now discontinued IRAP Caseload Movement Report (IR 237). The CH 237 Report is divided into two main categories; AFDC-CHEP, those CHEP's converted to the AFDC Program; and ECA-CHEP's the CHEP residuals. The AFDC-CHEP category is subdivided into three classifications; FG, U, FC in Part B, while only FC is separated out in Part A. The ECA-CHEP category also has three classifications: Family, One-Person, and FC in Part B, while no distinction is made between groupings in Part A.
>
> Please note that Cuban Refugee Phasedown cases should continue to be reported on the GR (237) Report and not on the CH 237. The new CHEP Caseload Movement Report is effective retroactive to April 1, 1981, as stated in ACL No. 81-39. Reports for April, May and June are due July 30th, 1981. Subsequent reports will be due on the 20th day of the month following the report month.
>
> The attached instructions will be incorporated in the Statistical Reports Manual of Policies and Procedures.
>
> If you have any questions regarding the form (CH 237) or the instructions, please contact Andrew St. Mary at (916) 323-2327.

Sincerely,

CLAUDE E. FINN
Deputy Director
Administration Division

cc: CWDA

CUBAN—HAITIAN ENTRANT PROGRAM
CASH GRANT — CASELOAD MOVEMENT REPORT

COUNTY

FOR MONTH ENDING   (MONTH   DAY   YEAR)

PART A.	APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION	AFDC		ECA
		FG/U (1)	FC (2)	(3)
1.	Pending from last month (Item 5 from last month or explain.). . .			
2.	Received during the month (Sum of a & b below.).			
	a. Applications.			
	b. Requests for restoration.			
3.	Total during the month (Sum of 1 & 2.)			
4.	Disposed of during the month (Sum of a, b, & c, below).			
	a. Approved (Same as sum of 7a & 7b).			
	b. Denied.			
	c. Other dispositions (Cancellations & withdrawals.).			
5.	Apps. pending at end of the month (3 minus 4).			

PART B. CASELOAD	AFDC			ECA		
	FG (1)	U (2)	FC (3)	Family (4)	One—person (5)	FC (6)
6. Cases brought forward from last month (Item 10 last month or explain.).						
7. Cases added during month (Sum of a through e, below.).						
a. Applications approved.						
b. Restorations.						
c. Transfers from other counties.						
d. Other transfers—in (Sum of (1) through (4), below.).						
(1) Intraprogram status change from medically needy.						
(2) Interprogram transfer from AFDC or ECA.						
(3) Change in aid category from FG or U or FC segment. . .						
(4) Change in aid category from Family, One—person, or FC seg.						
e. Other approvals.						
8. Total cases open during the month (Sum of 6 and 7 above; also a and b, below.).						
a. Cases receiving cash grants.						
(1) Persons in Item 8a cases.						
(2) Unaccompanied minors in 8a cases.						
b. Other cases.						
9. Total terminated or changed in status during month (Sum of a & c below.) .						
10. Cases carried forward to next month (8 minus 9).						

REPORT PREPARED BY   TELEPHONE   DATE

26-211.01 CONTENT   26-211.01

For the CHEP, these reports provide monthly data on the movement of cases and
the number of individuals who received a cash grant during the report month.

26-211.02 PURPOSE   26-211.02

The purpose of this data is: 1) to provide county, state and federal admini-
strators with information needed for budgeting, staffing, program planning and for
other administrative responsibilities; and, 2) to provide data for federal reports.

26-211.03 DISTRIBUTION   26-211.03

Data from these reports are compiled into monthly statewide summaries for use
by departmental managers, the State Legislature, and other interested agencies
and individuals.

26-211.04 DUE DATE   26-211.04

Reports are to be received in Sacramento on or before the 20th calendar day of
the month following the report month. If the due date falls on a Saturday,
Sunday, or Holiday, the due date will be the following working day. Send the
reports to:

                    Department of Social Services
                    Statistical Services Branch
                    744 P Street, Mail Station 12-81
                    Sacramento, California 95814

If the report will be either delayed or incomplete in any way, please contact
the Statistical Services Branch at (916) 322-2230 or ATSS 492-2230.

26-211.10 INSTRUCTIONS   26-211.10

26-211.20 PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION   26-211.20

Part A summarizes intake activity during the report month with respect to appli-
cations for aid and requests for restoration as defined in Manual Section 40-103.4.

1. Pending from last month - Enter the number of applications pending from pre-
    vious month. If not the same figure as Item 5 of previous month, explain in
    footnote.

2. Received during the month - Enter the sum of 2a and 2b.

    2a. Applications - For reporting purposes, a request for aid is considered
         an application when it has been received and recorded by the county,
         usually on intake Form CA 1 (formerly WR 1), Application for Public

2a.   Applications   (cont.)

Social Services. Exclude applications received from recipients whose aid is being transferred from another county, intraprogram status changes or interprogram transfers between AFDC and ECA. Applications made for aid to another county shall be reported by the county of applicant's residence, not by the county whose aid is requested. Enter all applications in the appropriate column.

2b.   Requests for Restoration - An application for aid is considered a request for restoration when the applicant has been a recipient under the same program in the same county within the last 12 months. Include Four-Month Continuing Medi-Cal Eligibility cases requesting restoration to cash grant. Enter the number of requests for restoration in the appropriate column. Exclude requests for restorations received from recipients whose aid is being transferred from another county, intraprogram status changes or interprogram transfers between AFDC and ECA.

3.   Total during the month - Enter sum of Items 1.and 2.

4.   Disposed of during the month - Enter sum of 4a, 4b, and 4c.

4a.   Approved

Cash Grant - Enter the number of applications and restoration requests approved for cash grant. Entry must equal Item 7a plus 7b.

4b.   Denied - Enter number of applications and restoration requests denied.

4c.   Other Dispositions (Cancellations and Withdrawals) - Enter the number of applications and restorations requests cancelled, withdrawn, or otherwise disposed of without approval.

5.   Investigation proceeding at end of month - Enter the number of applications and requests for restoration pending at end of month. Entry will equal the difference between total applications and restoration requests during the month and number disposed of, Item 3 less Item 4.

6. <u>Brought forward from last month</u> - Entry will equal Item 10 of previous month's report or be explained in a footnote. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6 and are not to be reported in Item 7e.

7. <u>Added during month</u> - Enter sum of Items 7a through 7e.
   NOTE - Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfer between AFDC and ECA-CHEP in Item 7d and not in Item 7b. In addition, report inter-county transfers in Item 7c and not in Items 7a or 7b.

   7a. <u>Applications approved</u> - Enter number of applications approved for cash grant.

   7b. <u>Restorations</u> - Enter number of restoration requests approved.   Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers between AFDC and ECA-CHEP in Item 7d and not in Item 7b.

   7c. <u>Transfers from other counties</u> - Enter number of cases for which reporting county accepted responsibility for payment of aid during report month.

   7d. Other tranfers - in

       1) Enter,

          <u>in column 1</u> the number of cases transferred to AFDC (FG) CHEP - by intraprogram status change from AFDC (MN - medically needy) -;

          <u>in column 2</u> the number of cases transferred to AFDC (U) CHEP - by intraprogram status change from AFDC (MN - medically needy) -;

          <u>in column 3</u> the number of cases transferred to AFDC (FC) CHEP - by intraprogram status change from AFDC (MN - medically needy) - IRAP.

       2) Enter,

          <u>in column 1</u> the number of cases transferred to AFDC (FG) - from ECA-CHEP, columns 4, 5, and 6;

          <u>in column 2</u> the number of cases transferred to AFDC (U) - from ECA-CHEP, columns 4, 5, and 6;

          <u>in column 3</u> the number of cases transferred to AFDC (FC) - from ECA-CHEP, columns 4, 5, and 6;

          <u>in column 4</u> the number of cases transferred to ECA-CHEP (Family) from AFDC-CHEP, columns 1, 2, and 3;

in column 5 the number of ECA-CHEP (one person) from AFDC-CHEP columns 1, 2, and 3;

in column 6 the number of ECA-CHEP (FC) from AFDC - columns 1, 2, and 3;

3) Enter,

in column 1 the number of cases transferred to AFDC (FG) CHEP - by change in aid category from the AFDC (U or FC) CHEP segment;

in column 2 the number of cases transferred to AFDC (U) CHEP - by change in aid category from the AFDC (FG or FC) CHEP - segment;

in column 3 the number of cases transferred to AFDC (FC) - CHEP by change in aid category from the AFDC (FG or U) ECA-CHEP segment.

4) Enter,

in column 4 the number of cases transferred to ECA-CHEP (Family) by change in aid category from the ECA-CHEP (one person or FC) segment;

in column 5 the number of cases transferred to ECA-CHEP (one person) by change in aid category from the ECA-CHEP (Family or FC) segment;

in column 6 the number of cases transferred to ECA-CHEP by change in aid category from the ECA-CHEP (family or one person) segment.

7e. Other approvals - Enter number of cases approved for reasons other than 7a through 7d, including:

1) To approve aid on appeal cases.

2) To restore aid to cases erroneously denied or discontinued.

3) To restore CA 7 (formerly WR 1) discontinuances where completion of new application is not deemed necessary.

4) To aid to the number of FBU's by splitting an existing FBU.

Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7e but are shown as adjustments to Item 6.

8. <u>Total open during month</u> - Enter number of cases active during the report month; that is, those cases where an official authorization for aid was in effect at some time during the month. Sum of Item 6 plus Item 7; also sum of 8a and 8b.

    8a. <u>Cases receiving cash grant</u> - Enter in the appropriate columns the number of cases on the current month's payrolls. (This figure may also be determined arithmetically by subtracting a count of the number of cases not receiving aid from the total number of active cases. If this method is used, an actual count of cases receiving aid must be obtained from the payrolls at least once every six months to verify the figures being reported.)

        1) Persons in Item 8a cases - Enter the number of persons receiving a cash grant during the current month only.

        2) Enter the number of unaccompanied minors included within Item 8a, column 6, for ECA-CHEP (FC). See manual Section 69-211.*

    8b. <u>Other cases</u> - (Not receiving a cash grant) - Enter the number of cases not paid aid but which had in effect during the report month an authorization to receive aid. Include the following cases:

        1) Cases approved for aid during the report month which will receive an initial warrant dated the following month.

        2) Cases with an authorization to receive aid discontinued during the report month, and the warrant either cancelled or not written.

        3) Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.

9. <u>Total cases terminated or changed in status during month</u> - For all programs, enter the total number of cash grant cases terminated during the report month by action of the delegated agent of the board of supervisors and those cases whose status was changed by intraprogram transfer or interprogram transfers between AFDC-CHEP and ECA-CHEP. Terminations include cases in which aid was discontinued and those removed from the program or program segment for other reasons.

A case is reported in Item 9c when it ceases to be an active case in a program, program segment, or component because of termination, intercounty transfer, intraprogram status change, or interprogram transfers between AFDC CHEP and ECA-CHEP; that is any move out of any column on this report.

Include cases discontinued from a given segment by reasons of transfer to another segment; for example AFDC-CHEP to ECA-CHEP or vice versa. Another example to be included would be a change in aid category; from FG and U or FC within AFDC-CHEP or from family, one-person or within ECA-CHEP. Include cases (FBU's) terminated by merger with other cases.

10. Carried forward to next month - Enter the number of cases carried forward to next month, Item 8 less Item 9.

*   Fill in the information requested at the top and bottom of the report form and show the figures required for each item. If there is nothing to report on item, enter "0", however, if there is nothing to report on any of the items in PART A or PART B, draw a line across the entire Part - zero entries need not be made in this instance.